

AARZU SHRESTHA

CONTACT

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Address: Tokha ,Kathmandu

PROFESSIONAL EXPERIENCE

Receptionist and Front Desk 2024 | 6-Months

Kayastha enterprises

Key Skills and Experience:

- Technical : Able to perform tasks and utilize tailored software and Proficient in MS Office.
- Financial Integrity: Proficient in cash handling, ledger maintenance, and accurate payment reconciliation.
- Customer Retention: Successful in managing accounts, promoting services, and negotiating outcomes.
- Logistics Coordination: Experience in overseeing field activities and liaising between teams and customers.
- Multitasking Support: Capable of handling high-volume interactions while prioritizing urgent issues and maintaining records.

Administration | 2024 - 2025

Millsberry International Preschool

- Cash Management Expert: Maintained accurate cash flow and customer payment records.
- Dual-Focus Support: Combined technical troubleshooting with customer retention strategies.
- Logistics Coordinator: Managed field staff assignments and coordinated installations and device retrieval.
- Rapid Adaptability: Quick learner with critical thinking skills for mastering new IT systems and protocols.
- Front-Line Multitasking: Prioritized high-volume tasks under pressure, including calls and financial entries.

EDUCATION

Trichandra College | 2023 - Present

Bachelor of Science

SouthWestern College | 2021 - 2023

Science

CERTIFICATES

Basic Beautician Course | 2024

LANGUAGES

English

Fluency written and verbal